



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHV-ZA

USAG Benelux (NSSG) Policy #020-01 Change 2

MEMORANDUM FOR ALL PERSONNEL

22 Dec 05


SUBJECT: Commander's Policy on Holidays within the USAG Benelux (NSSG)

1. The purpose of this policy is to provide additional guidance on absences on various holiday periods at the USAG Benelux.
2. United States civilian Employees will observe the 11 U.S. Federal Holidays. They may be required to work on US holidays only when necessary based on mission requirements. It is not my intention for US Civilian employees to work on U.S. holidays. Mission requirements on US holidays should generally be accomplished by the Host Nation work force. The USAREUR holiday system is applicable only to U.S. military and not U.S. civilians.
3. As a principle, USAG Benelux Garrison operations derive significantly from the various NATO headquarters we support. In light of this fact, USAG Benelux U.S civilian employees will be excused from duty without charge to leave on the local holidays observed by their supported NATO Headquarters which do not coincide with a U.S. Federal holiday. If mission requirements are such that a U.S. civilian employee is required to work on a local holiday, it means that the employee is not excused from duty; he does not accrue an entitlement to holiday premium pay, which is only available for work performed by U.S. civilian employees on recognized U.S. federal holidays. The work would be charged on the time card as regular work hours.
4. The USAREUR half-day schedule applies for the Military force across the USAG Benelux. During this schedule it is my policy that the USAG Benelux Military will work normal duty hours until 1200 hours. At 1200 hours the military workforce will be released. From 1200 hours through the end of the duty day, each USAG Benelux Directorate and subordinate unit will, at a minimum, be staffed with a "phone watch" to provide for emergency contact. There will be absolutely no day on or day off attempt at holiday scheduling in the USAG Benelux.
5. Military personnel will take USAREUR Training holidays during the year. Unless otherwise provided for in this policy, liberal leave policies are in effect for the civilian work force on these days.
6. Host Nation employees will observe their local holiday schedules as recognized by the U.S. Government, the respective Ministers of Defense, local laws, and their Union Representatives, if appropriate.

IMEU-CHV-ZA

SUBJECT: Commander's Policy on Holidays within the USAG Benelux (NSSG)

7. This policy is subject to mission limitations, as determined by supervisors such as essential Force Protection and Provost Marshal Operations.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding